

Creating a Document in CMS

To create a document from the system, search for the case you want to work with and open it. Click on the Documents tab at the top of the screen.

Utah Prosecution Council **CASE MANAGEMENT SYSTEM**

General Information | Defendant | Charges | Victim/Witness | Probable Cause | Notes | Documents | Events | Home

Case Prosecution - Case Documents

Office Case No.: 1153 | Court No.: | Case Type: FELONY | Case Status: OPEN
Defendant Name: Fred Flintstone 1 | Case Judge: Sue Nobody

Current Document Listing

Date	User	Title	Option
Row 0 of 40 All per page			
Select Category [A]			
Select Template [A]			
Upload: [Browse...]			
Generate document			
Upload document			
Back Forward Print Disposition Case Clear Cancel			

Click on the Generate document button. The following screen will be shown. For templates that are for court or other events, you usually need to select the event you are creating the document for. If it is being sent to

Utah Prosecution Council **CASE MANAGEMENT SYSTEM**

Search for an event or a group of participants to base document on or leave everything unselected to base document off of case alone.

Case Events: [Dropdown]

(A document will be created for each participant selected. This participant list is not a filter for the participant loop.)

Participants: Wilma Flintstone WITNESS
John Jones ARRESTING OFFICER
Jason Smith ARRESTING OFFICER

Exclude Declined: ☒
Exclude Dismissed: ☒

Generate Document

Optionally select an event and/or participant(s) to be included in the document; then click on the Generate Document button.




UTAH PROSECUTION COUNCIL CASE MANAGEMENT SYSTEM

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witnesses or victims, you would select one or more participants as well. For an Information, just click on the Generate Document button to create the document in the system. The document will then be shown in your document list. Just click on the blue arrow to open the document in your word processor.

Office Case No.: **1153** | Court No.: | Case Type: **FELONY** | Case Status:
Defendant Name: **Fred Flintstone 1** | Case Judge: **Sue Nobody**

Record DistrictInformation_1153_05232007102606.rtf saved
Current Document Listing

Date	User	Description	Title	Option
05/23/2007	Ron Weight	DistrictInformation	DistrictInformation_1153_05232007102606.rtf	  


Row 1 of 1. <<First <Prev | Next> Last> >
[10](#)
[20](#)
[30](#)
[40](#)
[All](#) per page

Click on download arrow to open the document in your word processor.

You will be asked if you want to Open or Save the document. Click on the Open button.


File Download

Do you want to open or save this file?


Name: DistrictInformation_1153_05232007102606.rtf
Type: Rich Text Format
Location: localhost

Click on Open to view document in your word processor.


Open Save Cancel


While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

The document should now be in your word processor and you can make changes, if needed, and print it as you would any other document.

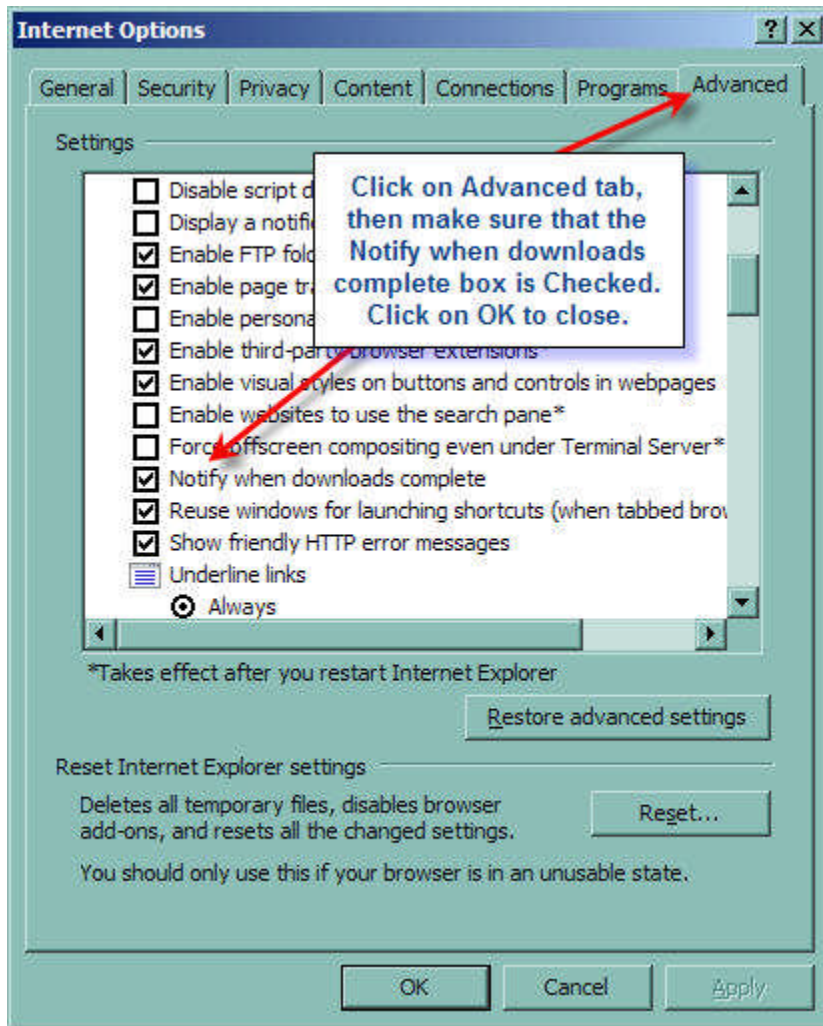
If you get an error like the following, you will need to follow the alternate steps detailed below to open your document. This happens only on a few computers and is not normally a problem. We're working on a fix.

WordPerfect


C:\Documents and Settings\rickie\Local Settings\Temporary Internet Files\Content.IE5\4HE7GDMN\DistrictInformation_F07-457_05152007170633[2].rtf cannot be opened or retrieved: the file cannot be found.

OK

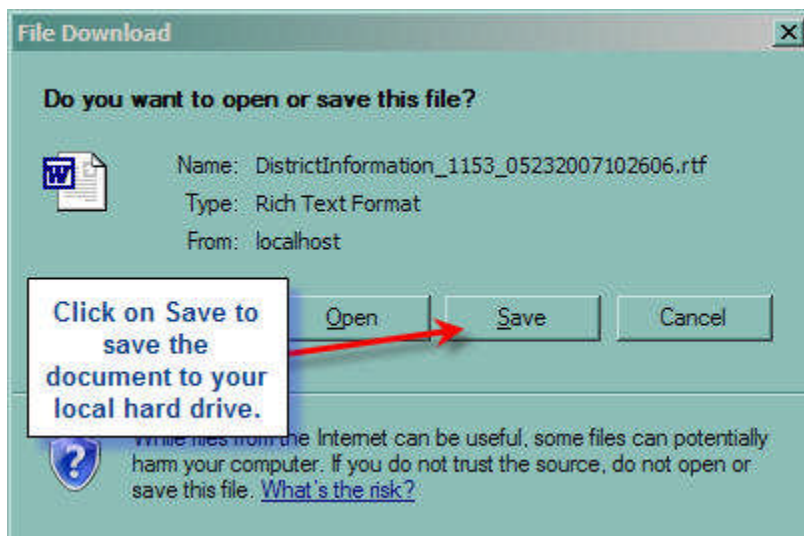
Alternate steps to open document:

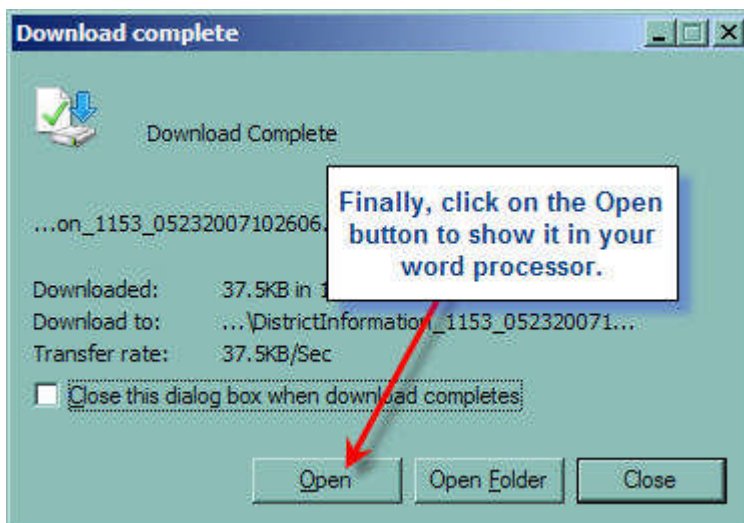
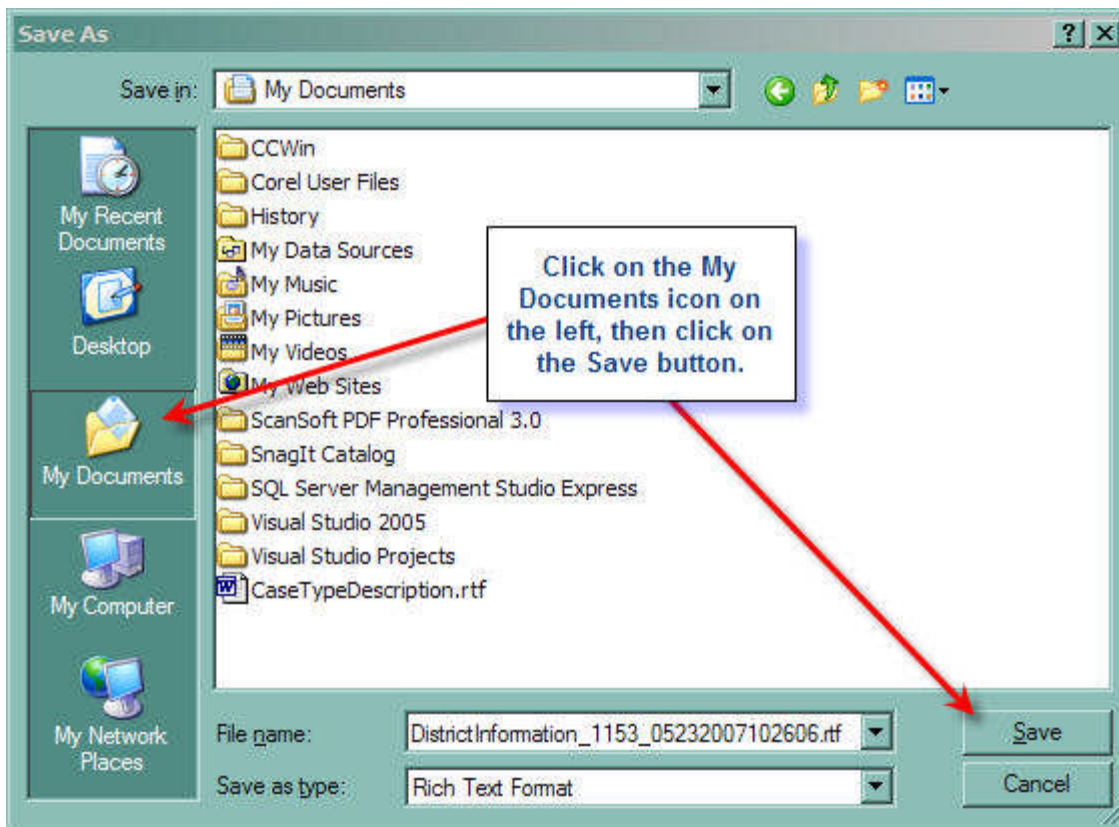


For this alternate method to be most effective, please make sure the following setting is selected in your Internet Explorer browser. To get to this screen, click on the Tools: Internet options menu. Click on the Advanced tab and scroll down until you find the setting shown in the illustration. Make sure the box is checked, then click on OK to save the option and close.

Now, click on the blue download arrow next to the document you want to open. When you are asked if you want to Open or Save, click on the Save button. Save the document to your My Documents folder and after it's saved, click on the Open button to open it in your word processor (see illustrations below).

NOTE: DO NOT change the file name! Click on the My Documents icon on the left side of the box then click on save.





The document should now be shown in your word processor, ready for you to edit or print it. To save any changes, please refer to the Save Changes topic. 